

TITLE: Road Department Director

PW-ADM/2

DEPARTMENT: Road - Administration, Fayette County

JOB SUMMARY: This position is responsible for the implementation of the county's transportation plan.

MAJOR DUTIES:

- o Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Assists the Public Works Director in developing and managing Road Department goals and objectives.
- o Prepares cost estimates for asphalt resurfacing projects and grading projects; reviews purchases and authorizes materials acquisitions.
- o Responds to inquiries from citizens, the County Administrator, and other departments; resolves problems.
- o Acts as liaison between county officials, state officials, and design consultants.
- o Assists in the direction and implementation of a transportation improvement program.
- o Assures that proposed development projects meet county, state, and federal engineering standards and safety requirements.
- o Maintains department records of active, inactive, and completed projects; completes regular reports.
- o Maintains and updates professional knowledge; attends seminars and meetings.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of transportation engineering and long-range planning.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in the comprehension, interpretation, and enforcement of federal, state, and county regulations.

- o Skill in the analysis of construction plans and specifications.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Public Works Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include county development standards, roadway design details, state department of transportation construction standards, erosion control laws, OSHA regulations, safety standards, and the County Safety and Loss Policy Manual. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures which change frequently contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to implement the county's transportation plan. Success in this position contributes safe and well maintained roadways, bridges, and infrastructure.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, state officials, homeowners, property owners, vendors, contractors, design consultants, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Road and Fleet Maintenance personnel.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.